



Second District Filing Facts

Date Filing Stamp

Your filing will be stamped with the date and time the document was submitted rather than the date and time the court staff viewed and accepted the document. The Court Record will also reflect the date and time of submission.

Filing Codes

It is crucial to file documents under the correct filing code. This will help guarantee that specific document types are not missed. For example, mislabeling a Request for Transcript may result in a delay of processing the request.

Court Case Edits

Upon seeing fit, the court may change: the submitted Case Type, Filing Code, Additional Filing Description, and security levels for lead documents and attachments. This will be done to ensure the accuracy of the filings and court record.

Subsequent Documents

When submitting a subsequent document, you are given three options: E-File Only, E-File and Serve, and Service Only. Selecting E-File and Serve will first submit the filing to the court and then, upon acceptance by the court, will electronically serve the filing out to the selected parties. If you are facing a deadline, you may submit the filing to the court via E-File Only and serve separately, or submit the filing to be served immediately using Service Only.

Electronic Signatures

There has been no change to the use of electronic signatures; /s/ may be used on electronically submitted documents. Optionally, a signed copy of the document may be scanned in and submitted.

Service

Other than to allow the use of electronic service, there has not been a change to the service rules; service is considered complete upon submission.

Receiving Service

Attaching your name to the service list of a case in File and Serve is considered agreeing to be electronically served on that case. You may only sign up yourself or members from your firm for electronic service on a case. It is up to each law firm to attach themselves to the Service List and agree to electronic service. Please attach yourself or members of your firm to the Service List immediately upon case initiation and acceptance by the Court.

Case Search

You may search for cases through File and Serve to:

- Submit subsequent filings into a case, or
- Attach yourself or members of your firm to the service list

Access to Case Information

The only information available through File and Serve is the case number, name of the case, and service list. For all other inquiries, it is necessary to access the case through MPA to view other publicly accessible information.

Electronic Case Documents

Documents filed in a case will not be viewable through File and Serve (with the exception of the documents submitted by you available through the Filing Queue). Electronic documents will be viewable at the courthouse, through MPA Courthouse View.

Format

Please maintain a 1" margin on all submitted documents. Currently, legal size documents will not be accepted via File and Serve. Submitted documents should be standard 8 ½ x 11 and submitted with portrait page orientation. Documents submitted in landscape will not transfer properly.